

Reporting Comp Time Earned in Kronos

When reporting time in Kronos and requesting Compensatory Time Earned for hours worked over the scheduled hours, the Work Rule Transfer function must be selected for each row of activity for the day. Below is a screen shot of the Transfer dialog box, with the work rule transfer highlighted

The screenshot shows the 'Select Transfer' dialog box. The 'Job' section is set to 'Payroll 10/06/2005 - Forever'. The 'Labor Account' section has a search bar and a list of available entries. The 'Work Rule' dropdown is highlighted with a red circle, showing options: '<None>', 'FCEA 60 min lunch', 'FCEA 60 min lunch Comp', and 'FCEA Comp OT'. The 'FCEA Comp OT' option is highlighted in yellow.

The Comp time rule override is effective for the selected activity for the week. If an employee wishes to earn both overtime and comp time, separate rows will be required. Below is a screen shot with overtime reported one week, comp time the next week.

The screenshot shows the Kronos Workforce Central (KWC) portal. The 'Hours Worked' section is highlighted with a red circle, showing 'FCEA Comp OT' for the week starting Mon 3/06. The 'Total' section is also highlighted with a red circle, showing the total amount for each activity.

Pay Code	Transfer	Mon 3/06	Tue 3/07	Wed 3/08	Thu 3/09	Fri 3/10	Sat 3/11	Sun 3/12	Total
Hours Worked	Payroll/Adjusting Entries - FCEA Comp OT	5.0							5.0
Hours Worked	Payroll/COF - Custom Support_FCEA Comp OT	4.0							4.0
		9.0							9.0

Location	Job	Pay Code	Amount
Payroll	COF - Sof...	Regular Pay	4.5
Payroll	Adjusting ...	Regular Pay	20.0
Payroll	COF - Sof...	Overtime - ...	1.5
Payroll	COF - Cu...	Comp Time - ...	1.0
Payroll	COF - Cu...	Regular Pay	20.5